



UNCLAS

Approved For Release 2007/07/06 : CIA-RDP86-00674R000100050002-5

USE ONLY



CONFIDENTIAL



SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Security Classification Markings of Paragraphs and Titles (U)

FROM

OC-FYA

2B

EXTENSION

NO.

STAT
STAT

DATE

2 December 1977

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AI/DDA

2 DEC 1977

As a part of our compliance with

STAT

2.

and Executive Order 11652, we propose to distribute the attached Field Notice to overseas OC components. Your concurrence is requested.

3.

SSA/DDA

STAT

4.

5.

PCS/DDO

6.

7.

OC-EXA

8.

9.

10.

11.

12.

13.

14.

15.

OC-EXA

FORM
3-62

610

USE PREVIOUS
EDITIONS

SECRET



CONFIDENTIAL



INTERNAL



UNCLASSIFIED

Approved For Release 2007/07/06 : CIA-RDP86-00674R000100050002-5

OC FIELD NOTICE NO. _____

SUBJECT: Security Classification Markings of
Paragraphs and Titles []

25X1

1. [] Appearance of security classification markings on paragraphs and titles of recent dispatches and cables was the result of our compliance with provisions of Headquarters Notice [] dated 24 May 1977. The intent of [] was to bring [] into compliance with Executive Order 11652. The body of [] all paragraphs of which are unclassified, reads as follows:

25X1

25X1

25X1

25X1

"1. The National Security Council Directive implementing Executive Order 11652 and Headquarters Regulation [] require that documents be classified by paragraph to the extent practicable. Effective immediately, all Organization classified documents will be prepared with this requirement in mind. In addition, titles or subjects of documents will be marked to show their classification, independent of the content of the document.

25X1

"2. Classification of paragraphs and titles will be indicated by (TS) for Top Secret, (S) for Secret, (C) for Confidential or (U) for unclassified. The marking will be placed after the paragraph number, or before the first word of the paragraph in the absence of paragraph numbers. The classification of titles or subjects will be marked separately. Subjects or titles should be worded in such a way as to reduce the need for their classification to the minimum to facilitate indexing and bibliographic notation. The classified or unclassified nature of a subject or title standing alone shall be shown by the classification symbol in parentheses after the last word of the title.

E3 IMPDET
CONFIDENTIAL

"3. The entire document will bear the classification of the most highly classified paragraph or other item of information therein. Even though all the paragraphs of a document are unclassified, if some other item(s) such as subject, addressee or signature line, or distribution listing reveals classified information (e.g., organizational structure, the existence of a particular overseas installation, or identification with the Organization of an employee who is under cover) the entire document will be appropriately classified.

"4. An unclassified paragraph containing information that warrants either of the control markings ADMINISTRATIVE - INTERNAL USE ONLY or FOR OFFICIAL USE ONLY, as prescribed in [] should be marked (U/AIUO) or (U/FOUO), as appropriate. 25X1

"5. It is recognized that there are some categories of documents for which paragraph classification would be impracticable. Deputy Directors and Heads of Independent Offices are authorized to exempt from this requirement such categories of documents produced by their components."

2. [] OC Notice [] 20 June 1977, was issued to provide 25X1
follow-on guidance to OC Headquarters elements. The substance
of OC Notice [] is quoted for your guidance: 25X1

"1. [] The following guidelines are provided for 25X1
OC compliance with E.O. 11652 and [] 25X1

"2. [] For format uniformity, two spaces will precede 25X1
the parenthetical classification with one space following the
closed paren before paragraphs (see attached example). One
space will be inserted between the parenthetical classification
and the end of the title or subject line. Narrative entries
to forms will be treated for classification, paragraph by
paragraph.

"3. [] In dispatches between Headquarters and the 25X1
field in which the subject and individual paragraphs are un-
classified, organizational titles, locations and pseudonyms may
appear in the heading as well as in the signature line. The
overall document is to be classified because of the appearance
of these items and classification markings are to be applied at
the top and bottom of each page. No classification marking
is required for these items when they occur in the heading or
signature line. The subject line and all paragraphs of each
dispatch will be marked with abbreviated classification or
control markings or with (U) to indicate that no classification
or control marking is warranted by content of the subject or
the individual paragraph.

CONFIDENTIAL

25X1
25X1

"5. [] Unclassified documents which warrant control marking as prescribed in [] require judgment as to whether the subject and each paragraph also warrant control marking. If the control marking is not warranted for the subject or a particular paragraph, the marking (U) will be used to so indicate."

25X1

25X1

25X1

25X1

[]
Director of Communications

Distribution: A, A1, B, B1

Attachment:

Example of Classified Dispatch

CONFIDENTIAL

DISPATCH

CLASSIFICATION

CONFIDENTIAL

ORIGINATOR'S REQUEST FOR HQS. PROCESSING

INDEXING REQUESTED

NO INDEXING

APERTURE CARD REQUESTED

TO

Director of Communications

INFO.

Communications Officer,

FROM

Chief, Area

SUBJECT

Security Classification Markings of Paragraphs and Titles

25X1

ACTION REQUIRED - REFERENCES

1. ☐ We have the following questions on subject:

25X1

- a. Is there any.....(etc)
- b. We believe that.....(etc)
- c.etc.

2. ☐ Your guidance on the above would be appreciated.

25X1

John A. DOE (Pseudo)

UNCLASSIFIED EXAMPLE
OF A CLASSIFIED DOCUMENT

E3 IMPDET

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

CLASSIFICATION

HQS FILE NUMBER

CONFIDENTIAL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
	DATE	INITIALS	
	12/5	Emel	
2			
3	RAB -	2/7	JL
4	5B2828 HQ		
5			
6	AI/DDA		
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: <div style="font-size: 1.2em; font-family: cursive;"> #3: Your opinion/comment, pls. B (OVER) </div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED	CONFIDENTIAL	SECRET	

FORM NO. 1-67 **237** Use previous editions

(40)

25X1

25X1

I agree with the content of the draft OC Notice. *Re par 1,*
~~It~~ would seem more appropriate, ~~however~~ to issue
an FN version of rather than having
various Agency offices provide quotations to thier
overseas elements. DDO, for example, could then
cite the FN when informing their Stations and Bases
of just what is (and is not) to be considered
"operational correspondence" for purposes of their
blanket exemption.

25X1

Incidentally, regarding paragraphs 1."3.", 2."3.",
and 2."4." of the OC Notice, I suggest we come up
with a marking to indicate on each classified
document whose text is unclassified just why it
is classified. This should facilitate declassification
review. The marking instructions would be
incorporated in our classification guides under
the new EO.



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM	
UNCLASSIFIED	CONFIDENTIAL SECRET
OFFICIAL ROUTING SLIP	
TO	NAME AND ADDRESS
1	
2	
3	Scapp
4	
5	25 Apr 78
6	
ACTION	DIRECT REPLY
APPROVAL	DISPATCH
COMMENT	FILE
CONCURRENCE	INFORMATION
PREPARE REPLY	RECOMMENDATION
RETURN	SIGNATURE
Remarks:	
<p>Here's the file on paragraph classification. I have paper clipped the four "exemption" memo1: OS, NFAC, DDO, IG.</p> <p>1-3 - Another subject you should be acquainted with. J</p> <p>1-5 - Returned with thanks. J</p>	
FOLD HERE TO RETURN TO SENDER	
DATE	
19 Apr 78	
SECRET	

25X1

25X1

25X1